

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

3.02 ICSEW Web Site Development

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Date Modified:

PURPOSE

This policy has been established to define procedures/standards for development of the ICSEW Web site.

SCOPE

This policy applies to the Communications Committee Chair and the ICSEW Web Site Developers.

POLICY

Every effort will be made to choose Web Site Developers who are already trained in Dreamweaver software or another suitable HTML editor, so as to minimize cost to the ICSEW. If that is not possible, the ICSEW Executive Board will vote on training new developers. If the vote is in favor of training the new developers, they are required to attend Dreamweaver training and have the ICSEW-owned software (one copy is available) installed on their work or home computer, whichever will be used for Web site development. Once their terms have expired or they relinquish their positions, the software shall be uninstalled from their computer.

Responsibilities of the Communications Committee Chair are as follows:

- Recruit and appoint qualified Web Site Developers.
- Provide a copy of the written technical instructions available for uploading Web pages to the ICSEW Web site.
- Verify that the Web site is being adequately maintained and updated.
- Responsibilities of the Web Site Developers include developing, reviewing, and uploading Web pages to the ICSEW Web site.
- Both Developers will be expected to work together and meet on a regular basis, if needed.
- Both Developers will be expected to attend the Communications Committee's breakout session at the ICSEW General Membership meeting as a means to touch base with those members. The Web Site

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Developers may also be members of other subcommittees if they so choose.

The ICSEW Web Site Development policies and procedures shall meet the following criteria:

- The ICSEW Web site shall be maintained with up-to-date information and events.
- The calendar portion of the ICSEW Web site shall be kept current and be updated each month.
- The ICSEW Web site shall contain standard pages including (not in order):
 - ICSEW General Membership list.
 - Committee Bylaws.
 - ICSEW Policies.
 - Subcommittee highlights.
 - Training (including feedback forms).
 - Past issues of the *InterAct* newsletter.
 - ICSEW General Membership meeting highlights.
 - Calendar (including meeting dates, training dates, and dates of non-ICSEW events).
 - Home page (including ICSEW vision and highlights of current events).
- The ICSEW Web site may contain special pages to promote events or information. All special pages shall be accessible from the home page.

PROCEDURE

Web Page Development

- Each Web Site Developer shall have a directory on their agency's network or their individual hard drive that is a mirror of the ICSEW Web site (for example, c:/my documents/ICSEW Web site).
- Web Site Developers shall be responsible for determining who will author or edit each of the ICSEW Web pages.
- Web Site Developers will use Dreamweaver or another suitable HTML editor for editing Web pages.
- Once a Web Site Developer has completed a page they will submit it and any necessary files to the alternate Web Site Developer for a quality review.

Web Page Review and Uploading

- Once a Web Site Developer receives a Web page for review they will save all files on their network or hard drive in a location comparable to the intended upload site (for example, c:/my documents/ICSEW Web site).
- In reviewing the Web page, the Web Site Developer will verify the following:

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- All graphics are displayed as intended.
 - All links are valid and bring up the appropriate Web page.
 - The content of the Web page is correct and free of grammar and spelling errors.
- If errors are detected, the reviewing Web Site Developer may choose to make minor modifications as long as the intent of the Web page remains unchanged; or inform the submitting Web Site Developer of errors and wait for corrections to be submitted.
- The reviewing Web Site Developer will upload the Web page and any related files to the ICSEW Web site once the page is deemed completed.

RELEVANT LAW AND OTHER RESOURCES

Technical instructions for uploading Web pages to the ICSEW Web site:
Department of Information Services Web Hosting Information
http://techmall.dis.wa.gov/services/web_hosting.asp

Board Approved:
6/24/2004